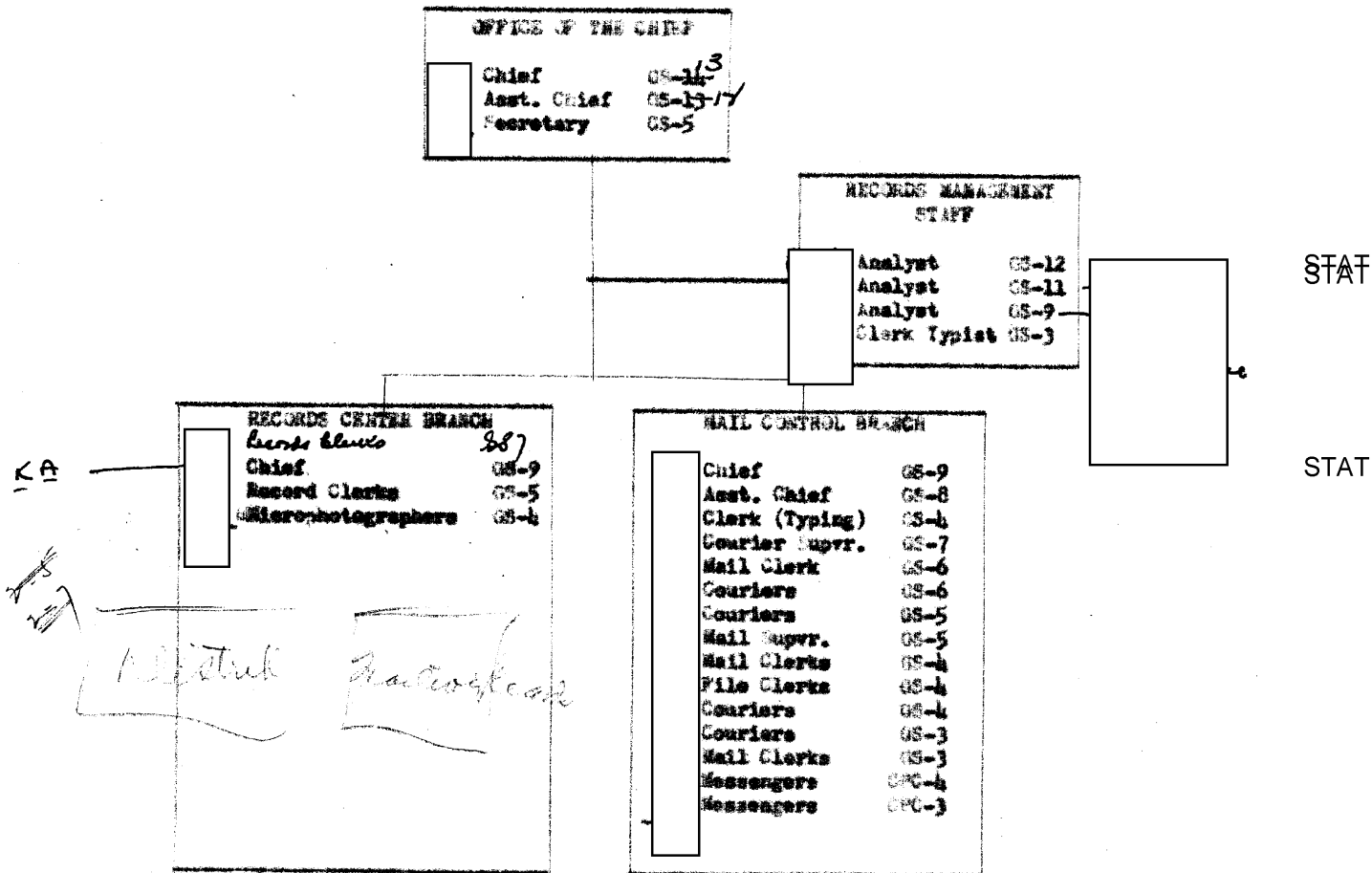


RECORDS MANAGEMENT AND DISTRIBUTION DIVISION



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RECORDS MANAGEMENT & DISTRIBUTION DIVISION

Responsible for directing the formulation and development and administering the effectuation and coordination of a records management program throughout the Agency; responsible for developing Agency records management policies and programs which are not in conflict with broad operating and management policies and projected plans; develops and administers an agency program to insure effective controls over the creation, maintenance, utilization, preservation, and disposal of all records; furnishes central records control, reference service and disposition processing for the Agency; responsible for the receipt, distribution and dispatch of all official mail and related matter, both domestic and foreign; [Distribution]

responsible for the receipt, control and distribution of all CIA basic and finished Intelligence Publications, Regulations and Information Reports.

RECORDS MANAGEMENT STAFF

Develops, installs, coordinates and has technical cognizance over all phases of records management; responsible for planning and directing the application of management principles and techniques to the creation, organization, use, preservation and disposal of Agency records; responsible for the identification, safekeeping and preservation of records that provide adequate documentation of the functions and activities of the Agency; responsible for the development and application of records retention and disposal standards and securing the necessary archival and congressional authority in connection therewith; interprets, implements and applies disposition standards issued by the Administrator of the General Services Administration for Government-wide use; develops and maintains the CIA Basic File Manual and uniform records management and disposition procedures; initiates and installs improved records maintenance, retirement and disposal practices; trains personnel of Divisions and Offices, in the mechanics and techniques of records processing and keeping.

DISTRIBUTION

Furnishes distribution service that provides for the receipt, control and distribution of all CIA basic and finished intelligence publications, regulations and information reports; maintains and provides offices of origin with adequate records to operate this service on a continuing and systematic basis.

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Develops and applies microphotographic techniques to the official records of CIA; plans and directs the execution of approved projects; provides consultant service and assistance to assure efficiency and economy in the application of microphotographic techniques to records.

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